CROSSING GUARD TRAINING MANUAL

Province of Nova Scotia

February 2001

106-06033/

INTRODUCTION

This manual is provided to provide direction, in the Province of Nova Scotia, for training adult guards in their basic responsibilities at crosswalks near schools, and in crosswalks where students generally cross a street or a roadway going to and from school.

The manual contains all of the information provided in the Adult Crossing Guard Handbook, presented in the same sequence in order to make presentation of the information relatively simple. The guards in your class can follow along in their own handbooks and fill in blanks or take notes as you proceed through the publication.

Take note though that this manual contains comments and notations NOT contained in the hand book. These additional comments and in depth information are provided in order to make the presentation of the material more coherent and interesting to the instructor and guard alike.

This handbook will indicate the proper position for the adult crossing guard at various types of traffic intersections, the basic equipment to be provided to the guard, the duties of the guard, and the methods of handling students.

The most important theme that the crossing guard must follow is:

The main function and duty is to assist the students to cross the street or roadway safely, and ***not*** *act as an Enforcement Officer.*

ADULT CROSSING GUARD

This book belongs to:

Name: _____

Address: _____

_____

Postal Code: _____ Telephone: _____

Supervisor: _____ Telephone: _____

Contact Person: _____

Police: _____ Telephone: _____

Training Programmes Attended:

Date Trainer Subject

_____

_____

_____

SCHEDULE FOR CROSSWALK SUPERVISION

Location: _____

Times:	From	To
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Adult Crossing Guard Supervision Record

Inspected/Checked By: Date:

_____

_____

_____

_____

_____

A Message to You

As a crossing guard, you are responsible for the safe passage of students through your assigned area. Please take the time to read and understand this guide so you may perform your duties with care and diligence.

You have undertaken a serious responsibility. Your primary duty is to provide an element of safety for students using the crosswalk at your location. The students rely on your good judgement to get them across the street safely.

Address this responsibility with the care it deserves. By doing so, you will ease the concerns of children, parents and drivers and at the same time you will be able to take pride and pleasure in a job well done.

Remember, your main responsibility is to the students crossing the street. You are not an Enforcement Officer, however you will be encouraged to take note of drivers who encroach on your crosswalk in a dangerous manner.

REQUIRED EQUIPMENT

1. Vest:
   Must meet or exceed minimum specifications of provincial standard: such as cover the guard's chest and back and have retro-reflective strips on both front and back.

   Note:
   A. Vest must be worn over all other clothing and is **NOT** to be worn as the only item of apparel
   B. Vest must be clean at all times

2. Hand Held Stop Sign:
   Must meet or exceed minimum specifications of provincial standard: such as dimensions of 30cm by 30cm not including the handle and made with retro-reflective material.

   Note:
   A. Sign faces must be clean at all times and kept from damage.

RECOMMENDED EQUIPMENT

1. Arm Cuffs:
   Must meet or exceed minimum specifications of provincial standard: such as made with retro-reflective material

OPTIONAL EQUIPMENT

1. Hat or Cap:
   Should be a highly visible colour such as hunter orange and made with retro-reflective strips attached.

   Note:
   A. Toques, if worn, shall not obscure vision (such as balaclava style toques)
   B. Hats also provide screening against the damaging effects of UV exposure

2. Rain Coat:
Should be a highly visible colour such as hunter orange and made with retro-reflective strips attached.

Note: A. Umbrellas are NOT permitted as optional equipment.

3. Pencil & Notebook:
For recording details of dangerous incidents for subsequent reporting to your supervisor.

Note: A. A grease pencil can be used to temporarily record details on your Stop sign and is good in all weather.
B. Pens will not work in cold or wet weather.

GENERAL DUTIES

1. **Use of intoxicants is prohibited**. There is a **ZERO** tolerance policy in effect. Emphasize that anyone found even smelling of alcohol will be relieved on the spot. No second chances.

2. Caution is to be exercised when using prescription or non prescription medications which will cause drowsiness

3. Be at your post on time. If you are unable to work, contact your supervisor as early as possible. NOTE: Outline the procedure to be used, contact number, times for reporting, and avoid use of answering machines or voice mail to leave messages when booking off. They may be received too late. Remember that specialist appointments are made usually well in advance so give your supervisors plenty of warning. Ensure they understand that supervisors do understand about emergencies and sudden onset of bad health (eg. flu season) but point out that replacements are not always readily available.

4. Always dress neatly. NOTE: Not necessarily jacket and tie, but clean, tidy and appropriate to the weather conditions. Two warnings regarding inappropriate or untidy dress will be given. The third occasion will result in release. Inappropriate attire would consist of torn or filthy clothing, revealing attire inappropriate to dealing with small children and parents. Emphasize to the men that the vest alone is NOT a garment and must be worn over some form of shirt. No sagging bellies hanging out.

5. **NO smoking while on duty**. NOTE: Emphasize first the danger to the children if the hand is occupied with a cigarette. Then emphasize the professional image we are trying to present. One warning and then release.

6. Be courteous to the students, other people using the crosswalk and motorists. NOTE: This is extremely difficult on occasion, just record the details and report the incident. Try to NOT react.

7. Be attentive and alert while on duty. NOTE: You are there for a relatively short period of time. Your first duty is to the children, pay attention.

8. Note any unusual conditions at your crosswalk before the students arrive. NOTE: This could include construction, build up of ice and snow, the presence of puddles, lights out, signs blocking your vision, foliage blocking the signs marking your crosswalk etc.

9. Report problems and unsafe conditions to your supervisor as soon as possible. (See para 8 above for examples)

10. To ensure the safety of students using the crosswalk and to lessen confusion for motorists, *your assistance should be **offered** to all age group pedestrians.*

INTERSECTION PROCEDURES

A crossing guard must only supervise a marked crosswalk that has been approved by the traffic authority.

A crossing guard is not to stop or delay traffic unnecessarily.

1. The guard should stand at least one step back from the curb and hold the students to form a group.

2. Wait for a safe gap in traffic, activate pedestrian amber warning light device, if available, and carefully step one foot into the crosswalk. Extend the stop sign at shoulder level toward the centre of the street or roadway and wait for the traffic to stop.

3. Use eye contact to ensure all drivers see you. Look behind the vehicles that have stopped. Be sure there are no passing vehicles.

4. Ensure all traffic has stopped and it is safe to proceed before moving to the centre of the crosswalk.

5. When you are in position in the centre of the street and it is safe, direct the students into the crosswalk.

6. Keep the stop sign raised until all the students have cleared the crosswalk and you have returned to your position on the curb area.

Note:

A. Bicyclists using a crosswalk must walk the bicycle

B. When large groups of students leave the school at one time, do not hold up vehicle traffic unnecessarily. Cross them in groups.

INSTRUCTIONAL NOTE: Demonstrate the technique which we want. Use members of the group to walk through the procedure

ADDITIONAL POINTS TO BEAR IN MIND

1. Wait for groups of children/adults to cross. Example: two children waiting at the crosswalk and a group is approaching. Hold the two until the other arrive and cross as a group. This will ensure that motorists will come to respect your consideration for their needs as well as those of the children.

2. DO NOT think the Stop sign will automatically stop all vehicles. Make sure all traffic is stopped before proceeding into the intersection.

3. DO NOT step in front of vehicles. Give the motorists the opportunity to stop. NOTE: We will be discussing the stopping distances of vehicles in a few minutes so for now remember..that small, light sign will not instantly stop a 3000 lb car. Keep yourself safe, and you will keep the children safe.

4. Work with the traffic lights where available. NOTE: The flashing hand means to continue to cross in the crosswalk if you have already set out but do not start to cross the crosswalk. Guards should watch approaching students to ensure they halt. **DO NOT** cross against the lights - **EVER**!

5. Report unruly students to the school principal as well as students who are crossing outside the crosswalk area.

6. Talk to the children, educate them as to what you want them to do. Example: Wait, Walk.. No running... Walk bicycles through. Do Not stop traffic to allow bicycles across. Bicycles are vehicles and are subject to the Motor Vehicle Act just as cars are.

7. Enter the crosswalk first and then direct the children across when all traffic is stopped. Ensure the children remain on the sidewalk until you have all traffic stopped.

8. DO NOT leave the crosswalk until the children are clear of it.

9. Keep your sign held high until you are clear of the crosswalk. NOTE: Most drivers will respect your presence more if you keep the sign elevated. Dropping it to your side indicates to them it is safe for them to proceed and could result in confusion and danger to yourself

10. It is important to remember that any vehicle which comes to a stop too close to your crosswalk presents a potential hazard. A stopped vehicle could be struck from behind by an inattentive driver and pushed into yourself or the children who are in the crosswalk. Be continually aware of approaching or following vehicles.

11. On multi lane streets, ie two or more lanes in one direction, it is important that you remember that a vehicle stopped in one lane can obscure your vision of a vehicle that is not stopping in another lane. It can also obscure you from on coming traffic. Be aware of what is happening in every lane before you direct the children to enter the crossing. Remain in the centre of the roadway and keep a good eye on traffic in all lanes for oncoming traffic.

STOPPING DISTANCES

Any vehicle takes a substantial amount of distance to come to a halt. The stopping distance consists of two portions: Reaction Distance and Braking Distance.

Reaction Distance is the distance a vehicle travels after the driver decides to stop and before the brakes are applied. A person's average reaction time is 3/4 of a second.

Braking Distance is the distance a vehicle travels after the brakes have been applied. The distance required to stop depends on the speed of the vehicle, the road surface, the amount of friction present, and the slope of the roadway.

For example: A vehicle travelling at 50 km/hr

Reaction Distance	+	Braking Distance	=	Stopping Distance
10 metres	+	16 metres	=	26 metres
33 feet	+	47 feet	=	80 feet

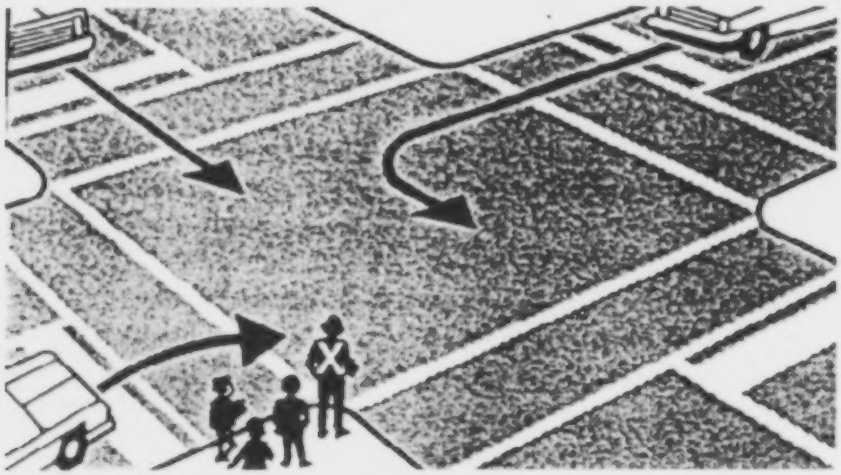
NOTE:

These figures are for vehicles having brakes in top condition on dry, level pavement

These distances can **DOUBLE** on **WET** surfaces and can be up to **FIVE** times greater on wet **ICE.**

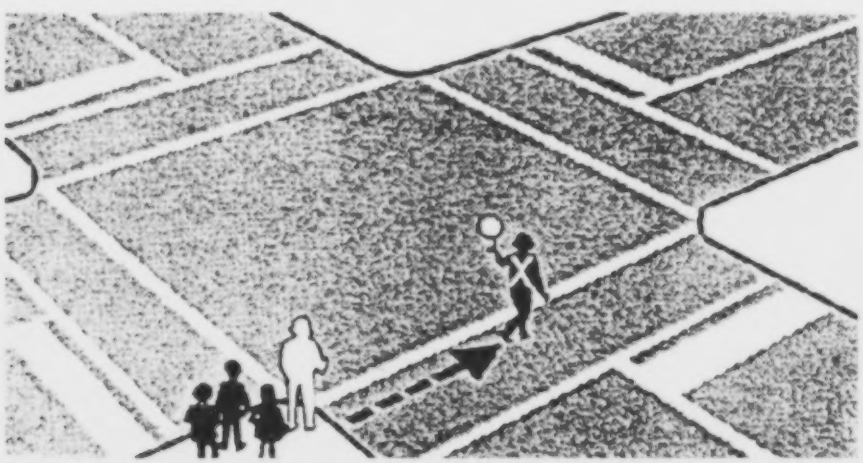
SITUATION "A" - ONE GUARD

Crosswalk at standard intersections or mid block; 2-lane or multi-lane without median



Step 1

Hold students
- use eye contact to check traffic
1. wait for a break in traffic
2. see Intersection Procedures, steps 2 - 4

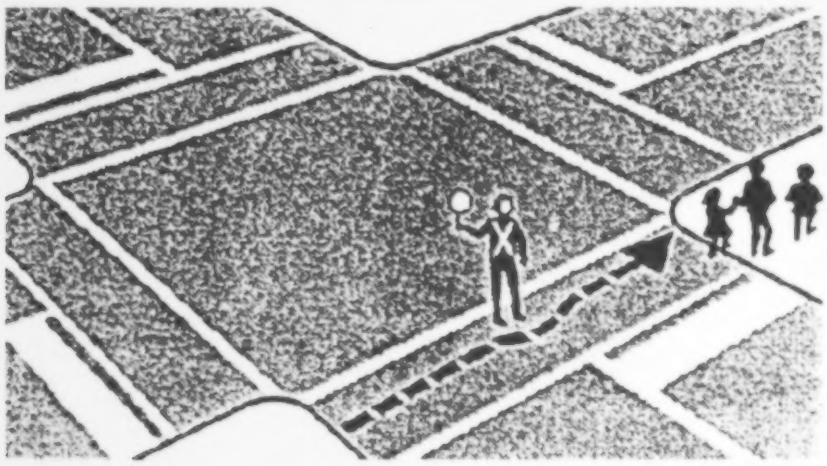


Step 2

When traffic has stopped and it is SAFE - direct the students to cross

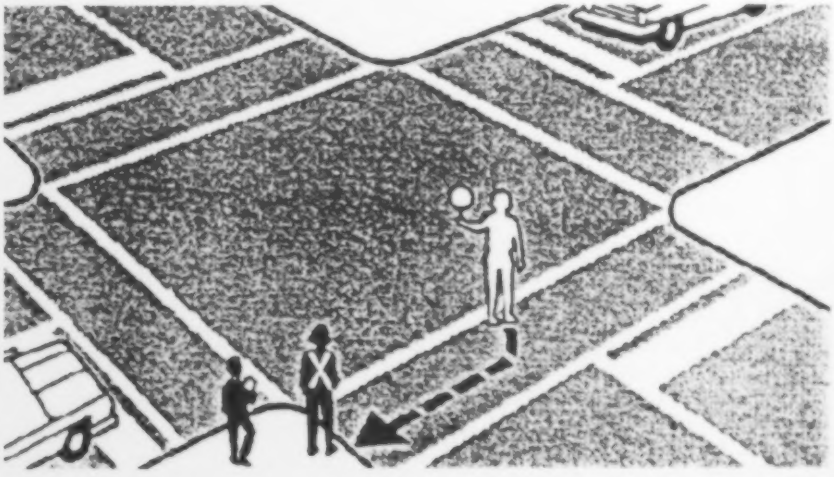
SITUATION "A" - ONE GUARD (Continued)

Crosswalk at standard intersections or mid block; 2-lane or multi-lane without median



Step 3

After the students have crossed, keep your sign up and return to the curb

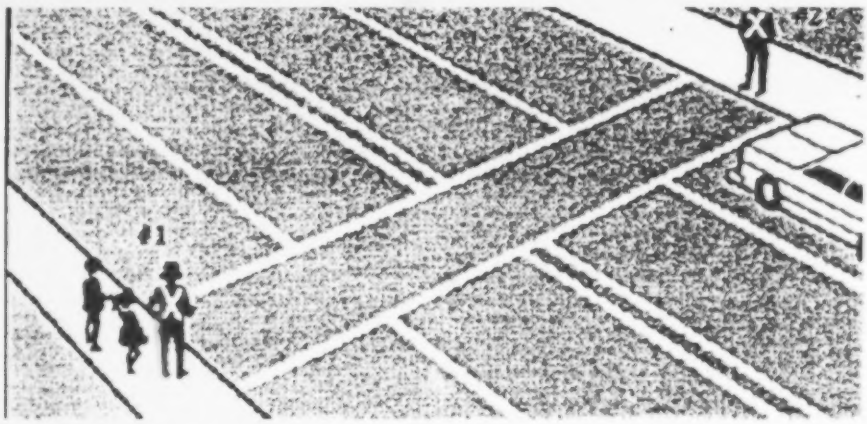


Step 4

Wait for the next group of students and repeat the procedure

SITUATION "B" - TWO GUARDS (Optional)

Crosswalk at standard intersections or mid block; multi-lane without median



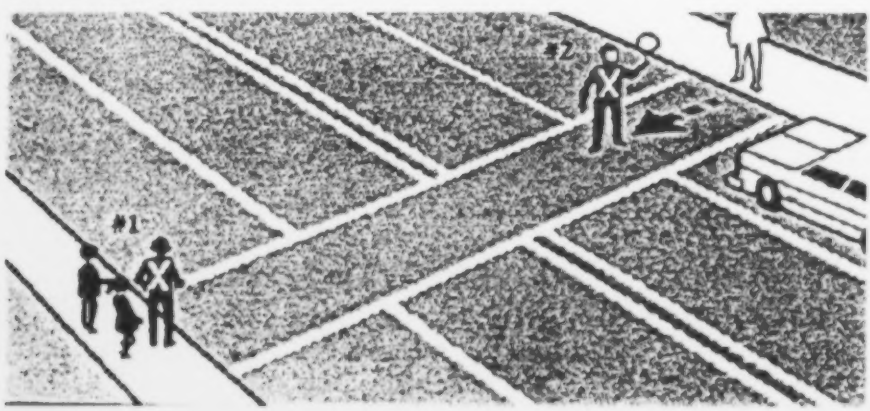
Step 1

Two adult guards are recommended, one at each end of the crosswalk

Guard #1 holds the students

Guard #2 using eye contact - waits for a break in traffic

Guard #2 then proceeds to the centre of the traffic lane (See Intersection Procedures steps 2 - 4)

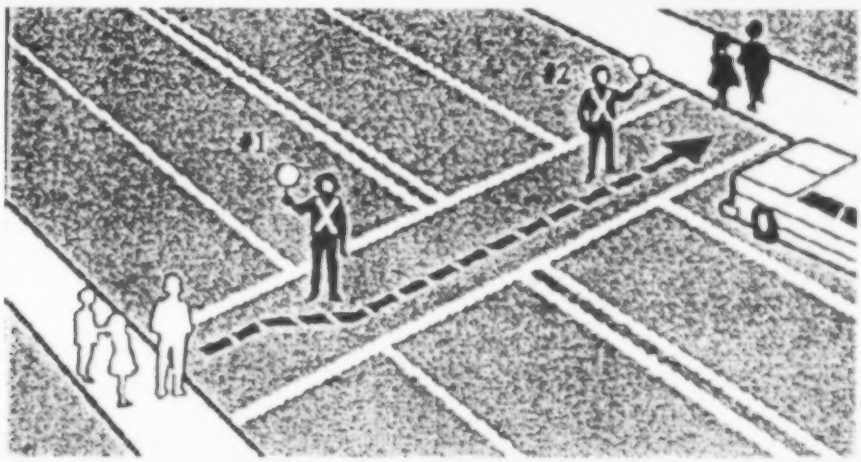


Step 2

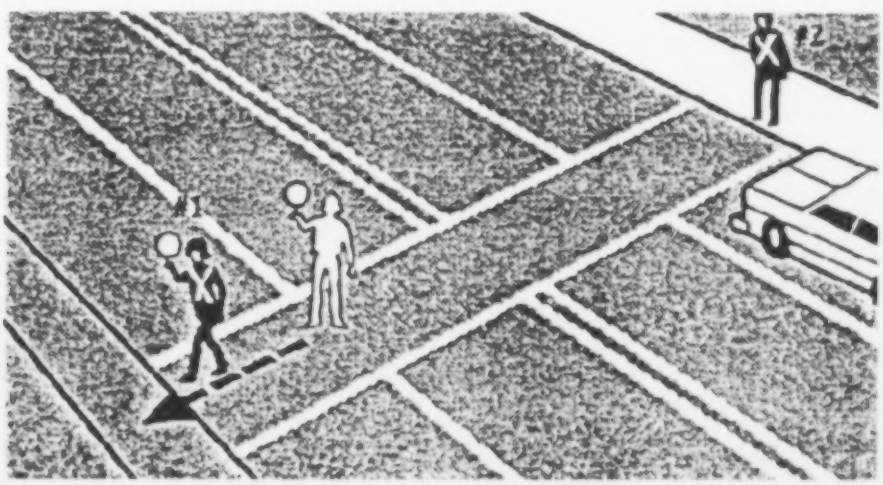
When traffic has stopped for Guard #2, Guard #1 - using eye contact, waits for a break in traffic and proceeds to the centre of the traffic lane. (See Intersection Procedures steps 2 - 4)

SITUATION "B" - TWO GUARDS (Optional) (Continued)

Crosswalk at standard intersections or mid block; multi-lane without median

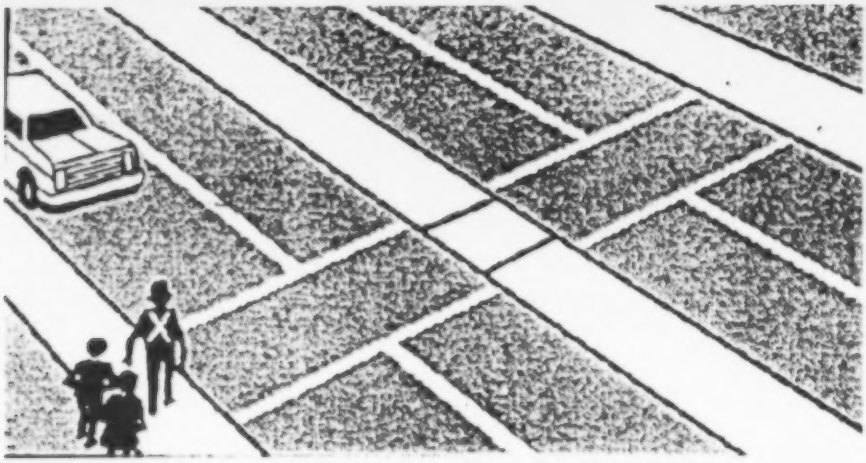


Step 3
When it is SAFE, Guard #1 directs the students to cross.
Both guards remain in position until the students have completely crossed.

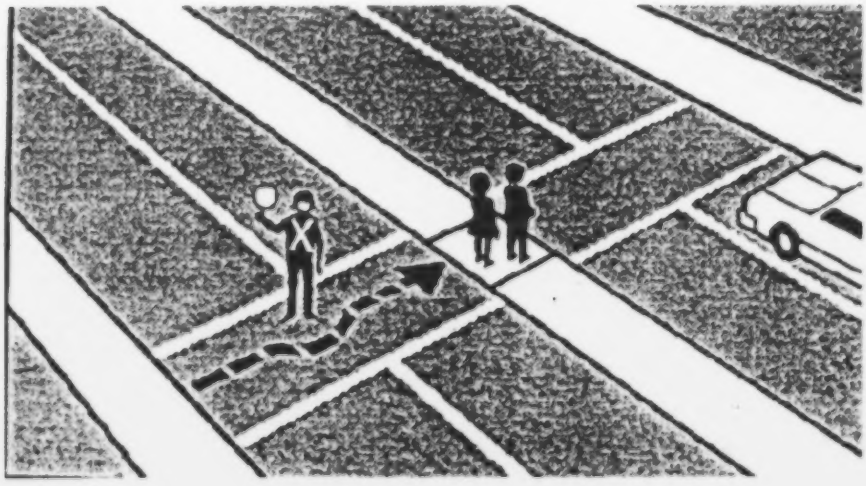


Step 4
Guard #1 and #2 keep the stop signs elevated and return to their positions on the curb.

SITUATION "C" - MULTI-LANE WITH MEDIAN

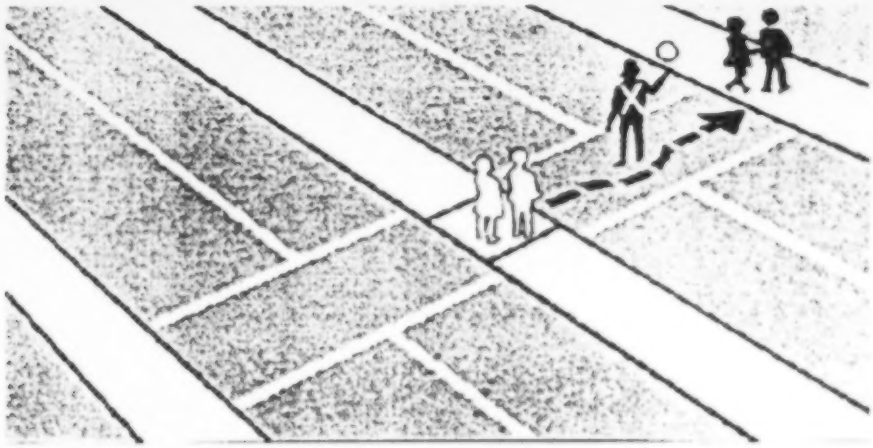


Step 1
Hold the students - use eye contact to check the traffic
Wait for a break in traffic (See Intersection Procedures, steps 2 - 4)

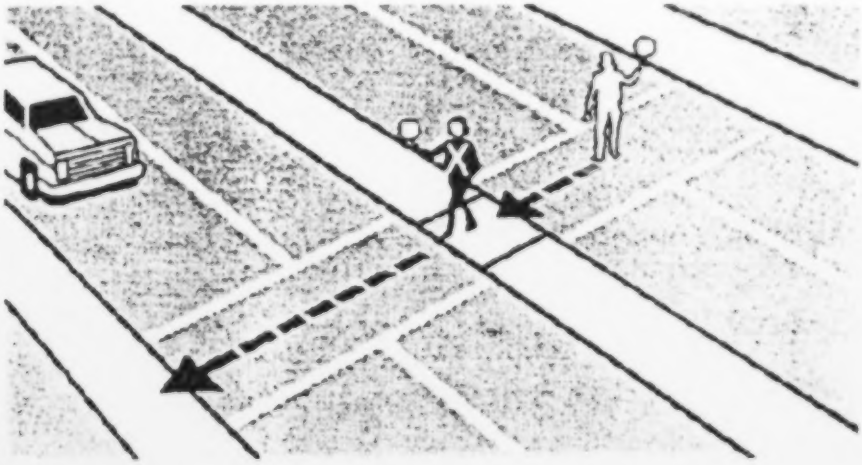


Step 2
When it is SAFE, the crossing guard directs the students to the median safety zone to form a group and wait for the guard.

SITUATION "C" - MULTI-LANE WITH MEDIAN (Continued)

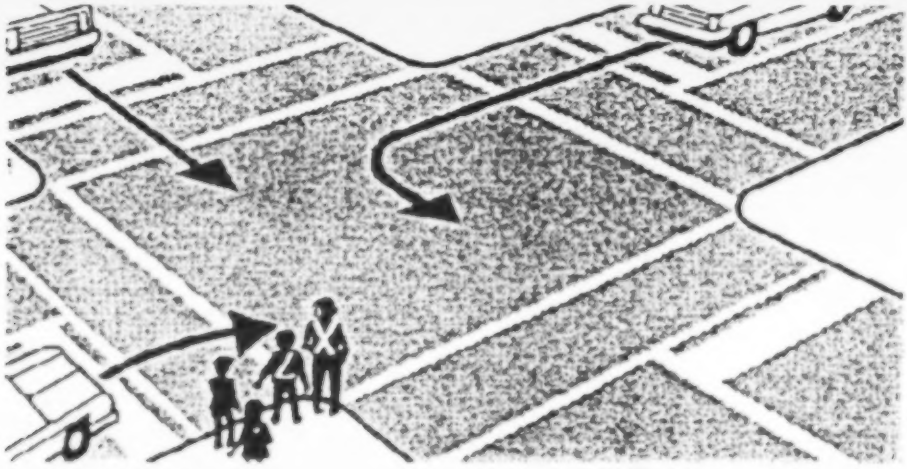


Step 3
The crossing guard holds the students in a group and uses eye contact to check traffic.
When it is SAFE, the guard will direct the students to cross. (See Intersection Procedures, steps 2 - 4)

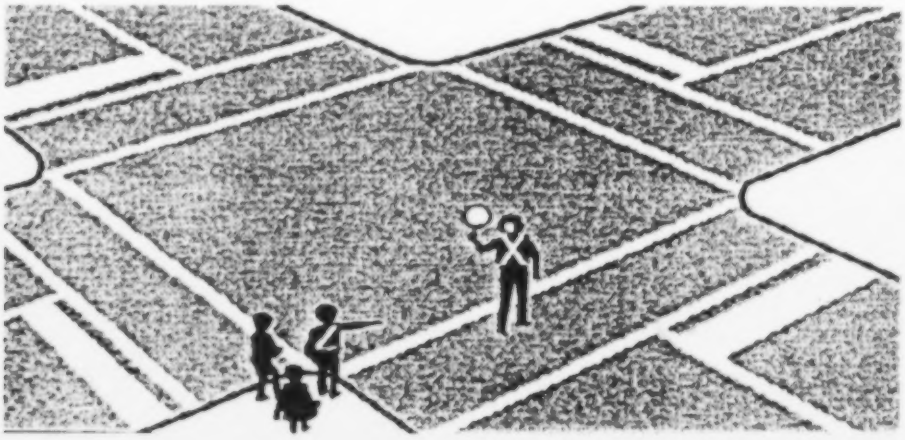


Step 4
After the students have crossed, the guard returns to the median and waits for a safe break in traffic and then returns to the original position on the curb

ADULT CROSSING GUARD - Assisted by School Safety Patrol

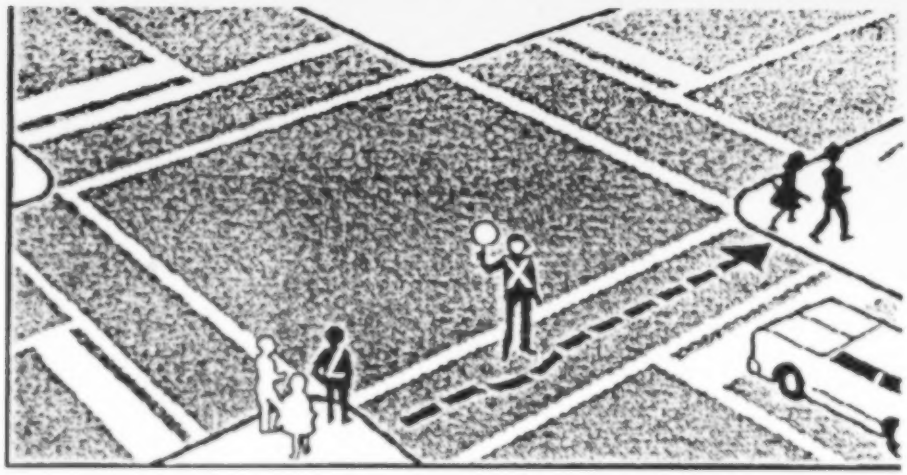


Step 1
The crossing guard assisted by the patroller, holds the students in a group. Using eye contact the guard checks for a safe break in traffic. At the break, the guard moves to the centre of the crosswalk.

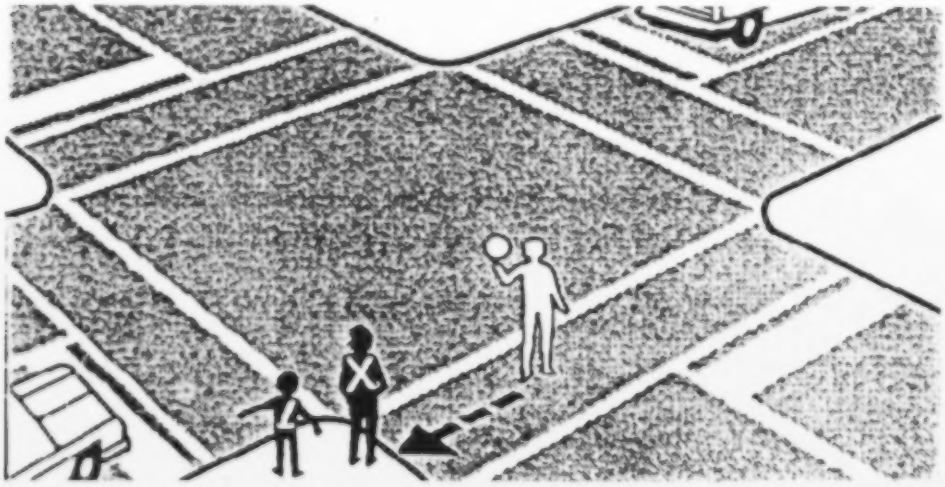


Step 2
When it is SAFE, the crossing guard directs the patroller to signal the students to cross.
NOTE: The Patroller remains on the sidewalk and DOES NOT enter the crosswalk

ADULT CROSSING GUARD - Assisted by School Safety Patrol (Continued)



Step 3
After the students have crossed, the crossing guard, keeping the Stop sign elevated, returns to the sidewalk area



Step 4
The crossing guard and the patroller wait for the next group of students and repeat the procedure.

INCIDENT PROCEDURE

MINOR INCIDENT

(Student falls or is nearly struck but continues to school or home)

1. Record the name and address of the student

2. When duties are completed, report the incident to the school principal and to your supervisor.

3. Make a written record of what happened complete with any witnesses and vehicle description.

MAJOR INCIDENT

(Student is struck and injuries are obvious)

1. Immediately request a witness or passerby to call the police and ambulance. Call 911

2. Check for injuries (DO NOT attempt to move the injured student)

3. Ask any bystanders for assistance if necessary.

4. Protect the victim until police arrive.

5. A full written report must be made to the police within 24 hours. Your supervisor will assist you in preparing this report.

NOTE: Vehicle identification should include make, colour, license plate number and description of the driver.

APPENDIX I

DEFINITIONS

PEACE OFFICER : (Sec 2 (an) MVA) includes a police officer as herein defined or a person appointed by a city, town or municipality and employed to supervise the movement of children along or across the highways going to or from schools while so employed.

CROSSWALK: (Sec 2 (h) MVA) means that portion of a roadway ordinarily included within the prolongation or connection of curb lines and property lines at intersections or any other portion of the roadway clearly indicated for pedestrian crossing by lines or other markings on the surface.

PEDESTRIAN RIGHT-OF-WAY: (Sec 125 (I) MVA) subject to Section 125, the driver of a vehicle shall yield the right-of-way to a pedestrian within a marked crosswalk or within an unmarked crosswalk at the end of a block except at intersections where the movement of pedestrian traffic is being regulated by Peace Officers or traffic control signs.

OFFENCE: Whenever a vehicle has stopped at a marked crosswalk or at an intersection to yield to a pedestrian pursuant to subsection (I) it shall be an offence for the driver of any other vehicle approaching from the rear to overtake and pass the stopped vehicle.

OFFENCE TO STOP OR PARK: (Sec 143(b) MVA) It shall be an offence for the driver of a vehicle to stop, stand or park the vehicle, whether attended or unattended except when necessary to avoid conflict with other traffic or in compliance with the directions of a Peace Officer or traffic control signal (b) on or within 5 metres of a crosswalk.

HIGHWAY: (Sec 2(h) MVA) means

i. A public highway, street, lane, road, alley, park, beach or place including the bridges thereon, and
ii. Private property that is designed to be and is accessible to the general public for the operation of a motor vehicle.

SCHOOL AREA (Zone): (Sec 103(I) MVA) notwithstanding any other provision of this Act, no person shall drive a motor vehicle at a speed in excess of 50 km per hour on any portion of a highway designed as a school area by erection of a sign when children are present on the portion of the highway or land adjacent to that portion of the highway.

LOCAL TRAFFIC AUTHORITY: (Sec 86(6) MVA) the council of a city or town may, from time to time, appoint the city or town manager, the Chief of Police or some other official of the city or town to be the traffic authority for the city or town.

APPENDIX II

STOPPING DISTANCES

This section is included in or der to better acquaint the crossing guards with the difficulties facing drivers who are approaching their crosswalk, and to familiarize them with the physics of stopping a vehicle.

Crossing guards must be aware of the process which precedes and occurs during the stopping of a vehicle. Once they are aware of the process they will be better equipped to judge whether or not an approaching vehicle is in fact decelerating or there is a possibility that the vehicle will continue on through their crosswalk, endangering both themselves and their charges.

In order to stop a vehicle, it is obvious that the brakes must be applied in sufficient time by the driver. However, prior to the foot going down on the pedal, the driver must first SEE there is a reason to stop, DECIDE to stop and then take the action necessary to stop. Each of these steps take time, time during which the vehicle continues to move in it's direction of travel. The sum total of all these actions and the distances travelled is called the STOPPING SIGHT DISTANCE.

Note: When explaining this to your guards, use a practical demonstration to show the distances involved. You may have to move the class outside in order to get the complete distances, but it is important to SHOW them how far the average vehicle is going to travel

Stopping sight distance = Perception/Reaction Distance + Braking Distance
The first part of the 'equation' is the perception/reaction distance. This is the distance a vehicle travels from the time a driver perceives a hazard or a crosswalk to the instant the brakes are applied. An average person's perception/reaction time is 2.5 seconds. When the vehicle is travelling at 50 kph the vehicle will travel approximately 35 metres while the driver decides to react.
(NOTE: pace or measure out 35 metres and let the guards see, from the end vantage point, the perspective of 35 metres. Use a vehicle if possible.)

The second part of the 'equation' is the actual Braking Distance. This is the distance a vehicle will travel after the brakes have been applied. The Braking Distance or Stopping Distance depends on the speed the vehicle is travelling, the road surface, the slope of the road, the size of the vehicle, and the amount of friction present. (Friction coefficients are the realm of engineers, do not introduce the concept. It is enough that the guards know that loose gravel, bare pavement, painted pavement, or slightly damp pavement all have different frictions therefore the vehicle will slow differently)

If the vehicle is travelling at 50 kph the average Braking Distance is 15 metres. This presumes the vehicle is on dry, level pavement and the brakes are in first class condition. ANY deterioration of any of these factors will **increase** the distance quoted.

(NOTE: Once again physically demonstrate the distances involved to the guards.

Therefore, if a vehicle is approaching a crosswalk at 50 kph (and of course because they are in School Zones they will be travelling at that speed), once the driver sees the guard, the vehicle will travel 35 metres while the driver decides to stop, and an additional 22 metres once the brakes are applied. This is the Stopping Sight Distance IF the vehicle is on dry flat pavement with perfect brakes.

Perception/Reaction Distance	+	Braking Distance	=	Stopping Sight Distance
35 m	+	15 m	=	50 m
115 feet	+	48 feet	=	165 feet

NOTES:

A. If it is raining and the pavement is WET, these distances can DOUBLE.

B. A light rain will raise all the collected dust, oil and grease to the surface of the water on the pavement resulting in a reduction in friction, hence the doubled distances.

C. A heavy rain will eventually clear the pavement of all dust, oil and grease which may result in stopping during and after a heavy rain being more effective.

D. Wet leaves on pavement can be just as dangerous fro stopping as ice. Use extreme caution in the autumn when the area around the crosswalk is covered in leaves.

E. If the surface is wet and icy, the distances given can be up to FIVE times greater.